

# Washington State House of Representatives

## 2015 Legislative Session Employment Opportunities

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### **Session Security Guard** – Salary \$2,077 to \$2,225 per month

The Washington State House of Representatives anticipates vacancies for multiple temporary positions in House Security for the 2015 Legislative Session. Session Security Guards provide security and safety services for the Washington State House of Representatives, serving in temporary, at-will, non-partisan, exempt positions during the legislative session. Employees serving in one of these temporary positions will work varying schedules as needed without additional compensation for overtime. No leave or medical benefits are provided with these positions.

#### ***Typical work includes:***

- Security presence at access points, posts, or remote locations; foot patrol; monitor, and control access to parking lots, hearing rooms, and legislative facilities; monitor and control video surveillance and building access control systems; report security incidents and prepare written reports; maintain order and decorum, enforce House Rules at the direction of the Sergeant at Arms.
- Observe, detect, and deter security and safety issues and report to supervisor, law enforcement, or others as required by policy; provide prompt response to emergencies, disruptions, or other incidents; provide first aid treatment as needed, including CPR and AED; identify, report, and resolve workplace safety issues; operate a mid-sized passenger van and transport passengers.
- Work cooperatively within a structured organizational system with assigned posts, post instructions, and reporting to a direct supervisor.
- Comply with the security policies, House Rules, and the Personnel Policy & Procedure Manual.
- Assist state representatives, legislative Staff, and visitors as needed.

#### ***Qualifications:***

- High School Graduate or equivalent;
- Good communication, interpersonal, problem-solving, and conflict resolution skills;
- Ability to stand and/or walk for extended periods of time;
- Ability to carry or move objects of up to 50 pounds in weight;
- Ability to work outdoors during inclement weather;
- No previous security related criminal convictions;
- First Aid Certification desired;
- A valid driver's license is required for any driving duties;
- Previous security, military, or law enforcement experience preferred.

Selected personnel will begin this temporary position on or about January 5, 2015 and will be expected to be available to work through the end of the 2015 Legislative Session on April 26, 2015. The temporary assignment may be extended to a maximum of six months if necessary for any special legislative session. Training will be provided at the beginning of the assignment, including First Aid and CPR if needed. Previous legislative session employment with the House of Representatives is not a guarantee of selection for future legislative session positions.

## **APPLICATION PROCESS**

Applications for Session Security Guard positions should be received by House Security no later than November 14, 2014. The selection process, including application review, interview, and background check will begin October 20, 2014. Positions will be filled as candidates are selected, and all available positions may be filled prior to the closing date for this announcement. Early application submission is highly recommended.

### ***To apply, interested candidates should submit the following:***

- (1) Current resume describing the applicant's experience and qualifications; and
- (2) Washington State House of Representatives Session Application.

Application available at: [http://www.leg.wa.gov/House/Documents/House\\_session\\_employment\\_app\\_distributed.pdf](http://www.leg.wa.gov/House/Documents/House_session_employment_app_distributed.pdf)

### ***By postal mail to:***

Washington State House of Representatives

ATTN: Director of Security Mark Arras

PO Box 40600

Olympia Washington 98504-0600

***Or by email to:*** [mark.arras@leg.wa.gov](mailto:mark.arras@leg.wa.gov)

Questions regarding this position may be directed to [mark.arras@leg.wa.gov](mailto:mark.arras@leg.wa.gov) or (360) 786-7776.

*The Washington State House of Representatives is an Equal Opportunity Employer*